

Event/Street Closure Permit

Last Updated Wednesday, 29 March 2006

Regulations and Requirements

Application Form

INSTRUCTIONS FOR OBTAINING AN EVENT/STREET CLOSURE PERMIT

(Allow 45 Days for Processing)

Revised February 2000

Application Guidelines

Marshals

Traffic and Crowd Control

Parking Restrictions

Alcohol Permits

Music and Noise

Advertisements/Flyers

Medical Coverage

Signs

Tents

Food Service

Other Licenses

The application must be filled out completely in order to apply for this permit. The permit will be approved and issued only after all requirements of the City of Boulder have been met. After the permit has been issued, if the permittee has failed to adhere to the conditions of the permit, the permit may be withdrawn at the sole discretion of the City. Failure to comply with any of the following requirements may result in denial or revocation of the street closure or permit. If the permit is denied, the City of Boulder will assume no liability for expenses incurred by the applicant, which includes, but is not limited to, any entertainment and advertising expenses.

For events with LESS than a four-year successful track record in Boulder, allow 60 days for processing once concept is approved. For events with a successful track record of four years or more in Boulder, allow 45 days for processing.

Failure to meet the requirements of this permit may provide a basis for denial of future permits for a given event or to a sponsor.

REQUIREMENTS

1. APPLICATION

File the attached application with the City Manager's Office at least forty-five (45) days before the date of the requested event/street closure.

Any type of professional race event (bicycle, foot, etc.) requires the event manager to show successful past experience organizing and producing races of the same category. A resume detailing this experience shall be provided to the City Manager's Office at the time of the conceptual review of the event.

When the permit has been approved, you will be contacted to come into the City Manager's Office to sign and pick up a copy, which must be displayed during the event.

THE APPLICATION MUST INCLUDE THE FOLLOWING ITEMS:

(ITEMS A-F MUST BE INCLUDED AT TIME OF SUBMITTAL) A. A complete detour and barricade plan prepared by a Certified Traffic Control Supervisor at the barricade company you choose. Please check the yellow pages for barricade companies. This plan must include signs and barricades in conformance with the Manual on Uniform Traffic Control Devices. All events that require barricade and detour plans must have a State Certified Traffic Control Supervisor (TCS) to ensure that the requirements of the traffic control and barricade plan are met. The TCS must also be on site at all times during the event. The cost will be absorbed by the Permittee. Applications will not be accepted without this plan.

Streets may be closed for up to a maximum of eight hours for community or neighborhood events; and for twelve hours for bicycle or pedestrian events. (Section 2-2-11, BRC, 1981).

Barricades and other traffic control devices may be obtained from a barricade company. Most barricade companies will deliver in the Boulder area. If barricades are in place at night, they must be equipped with lights. The applicant must assign one person to be at each barricade at all times during the event for emergency vehicle access. These persons must be at least 18 years of age, trained (Police Department to determine), provided with adequate safety equipment, and easily identifiable as event marshals. Automobiles or other heavy objects are not acceptable barricades. Permittee is responsible for arranging the removal of the barricades immediately after the event concludes. If there are an inadequate number of marshals during the event, the event may be shut down.

B. A completed application form.

C. A petition bearing the approval signatures of at least 65% of the abutting residents or tenants of each block affected by the street closure(s). The applicant is required to contact 100% of the residents on both sides of the street(s) to be closed. Please ask the signers to write or print legibly. Random phone calls will be made to petitioners to verify their signature and their approval of the street event.

D. A detailed map or sketch of the area, route, and tent location, including the area designated for both assembly and dispersal of participants. Route must be approved by the City of Boulder Transportation Department, (303) 441-3266, prior to submission of this application.

E. At least three emergency contacts who will be available prior to and during the event (including day and evening phone numbers.)

F. LIABILITY INSURANCE

Applicants are required to obtain public liability insurance in the amounts of \$150,000/person and \$600,000/event and public property damage insurance in the amount of \$100,000 and provide a certificate of insurance, naming the City of Boulder as additional insured, prior to the time the permit is issued. (Boulder Revised Code, 4-1-8) A copy of this ordinance may be obtained at the Citizen Assistance office. Failure to provide the certificate of insurance is basis for denial of the permit. Insurance may be obtained through a rider with the event sponsor.

G. SECURITY DEPOSIT Applicants are required to make a security deposit with the City Manager's Office to cover the cost of any cleanup which is performed by the City. The amount of deposit ranges from \$200.00 to \$500.00, depending on the size and type of event, and whether or not liquor will be provided. The deposit will be refunded, minus a \$25.00 processing fee, if all City of Boulder requirements are followed. Personal checks are accepted.

PLEASE NOTE: Your deposit will be refunded (less the \$25.00 processing fee) 30-45 days after the event is completed.

2. MARSHALS

Marshals are required at every location where traffic is stopped or detoured at any City street or alley. Their function is to provide information and to ensure that drivers obey them. Marshals are not allowed to act as flaggers or to control traffic. Marshals are required to wear orange, reflective vests and comply with the conditions of the permit. (Contact Special Events Coordinator at Boulder Police Department, (303) 441-3315 for further information).

3. TRAFFIC AND CROWD CONTROL PERSONNEL

Police officers are required at any location where traffic is being controlled other than by existing traffic control devices or as part of an approved traffic control plan. In no case are civilian personnel authorized to control traffic for special events. Contact the Boulder Police Department Special Events Coordinator at (303) 441-3315 to determine requirements for your event.

Applicants may be required to provide security or event marshals (separate from traffic marshals). Permittee may be

required to hire off-duty police officers. Contact the Boulder Police Department at (303) 441-3320 to determine the requirements for your event.

4. PARKING RESTRICTIONS

If the event requires restricting on-street parking, the applicant must post City of Boulder Work Program signs in conformance with the City of Boulder Work Program Sign Agreement, available from the Transportation Department,

(303) 441-3266. The applicant is also responsible for the removal of all signs promptly after the event. You may obtain the signs after your permit has been approved.

The applicant must contact the Parking Control Supervisor at (303) 413-7300 to arrange for Parking Control Officers in advance of the event. Parking Control Officers are authorized to relocate vehicles from the restricted area. If cars need to be relocated after the Work Program Sign Agreement is in effect, the Permittee is responsible for the towing costs.

There is no charge for under 100 signs; there will be a charge of \$30.00 for 100 signs; 30 cents per sign after the first 100. The City of Boulder Transportation Department will determine the exact number of signs needed for your event.

5. ALCOHOL PERMITS

If alcoholic beverages will be sold or served, a STATE OF COLORADO and CITY OF BOULDER SPECIAL EVENTS PERMIT must be obtained. To obtain the application, contact the City Clerk's Office, (303) 441-3042, at least thirty (30) days in advance of the date of the scheduled event. A CITY OF BOULDER SALES TAX PERMIT is also required. If items are to be sold, please inquire at the Sales Tax Office (303) 441-3050.

Alcohol permits will require a detailed plan that defines the permitted area, including the steps that will be taken to prevent illegal conduct. At least two (2) weeks prior to the event, a designated event representative must meet with the Police Department and Liquor Enforcement Supervisor, (303) 441-3315, to review state and local statutes.

6. MUSIC AND NOISE

Music or other amplified sound will be allowed for a maximum of three (3) hours not to commence before 9:00 a.m. or continue after 10:00 p.m. This applies to both weekdays and weekends. Exceptions to the time limits may be granted by the Environmental Enforcement Office for a public address system for informational announcements.

The City of Boulder noise regulations may not be violated. (Boulder Revised Code 5-6-2 Excessive Sound Prohibited, and 5-3-8 Disruption of Quiet Enjoyment of the Home) Noise levels may not exceed 55 decibels at any receiving residential property line during the event. A summons will be issued to the responsible party for each violation. A copy of these ordinances may be obtained at the Citizen Assistance Office or the Environmental Enforcement Office, (303) 441-3239, or on the web at

Boulder Revised Code 5-6

or

Boulder Revised Code 5-3

A Noise Officer may be required for live bands or certain sound systems. The Environmental Enforcement Office will make the determination whether a Noise Officer should be on site during the event. There will be an additional charge of \$30.00 per hour for an officer. If a Noise Officer is required but not scheduled by the event coordinator, all amplification will be canceled if complaints are received. If an officer is on site, that officer will handle any noise complaints about the event. Contact the Environmental Enforcement Office at (303) 441-3239 to ascertain if an officer is required, and to schedule an officer.

7. ADVERTISEMENTS/FLYERS

The approved route for a bike/footrace must be advertised in the Daily Camera three times during the two weeks preceding the race. In addition, the permittee must distribute flyers with the approved route to all homes/businesses along the route one week prior to the event.

8. MEDICAL COVERAGE

Depending on the size and nature of the event, permittee may be required to provide on-site emergency medical assistance. Requirements for this will be determined by the City Emergency Services group.

9. SIGNS

All event signs must be approved by the Sign Control Office, (303) 441-3346, two weeks prior to the event. The standards for approval are size, location, and readability of signs. Content of signs is not considered as part of the approval process.

The sign code administrator will require a map locating the event signs, along with the finalized signs in order to approve them.

Signs must be on City of Boulder property. Signs cannot cause any pedestrian safety problems or traffic obstruction.

Signs will be considered only after the event permit has been approved by the City Manager's Office.

10. TENTS

If you will be setting up tents for your event, any tent over 700 square feet will require a permit from Inspection Services. Please outline tent location on the site map. For further information, please contact Inspection Services at (303) 441-3080.

11. FOOD SERVICE

If you will be selling or serving food, the event organizer will need to obtain a City special event food license. The individual vendors will need to obtain a Special Event Permit from the County Health Department. Please call them directly at (303) 441-1150. To obtain the City license, contact the City Clerk's Office at (303) 441-3010.

12. OTHER LICENSES

If the event will have animal or mechanical rides, the amusement company will need to obtain a City Circus, Carnival, and Menagerie license from the City Clerk's office at (303) 441-3010.

For an APPLICATION FORM and/or more information, contact:

Ellen Cunningham
CunninghamE@bouldercolorado.gov or
(303) 441-3090.